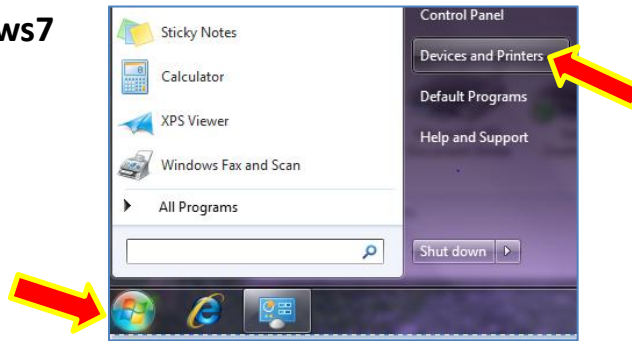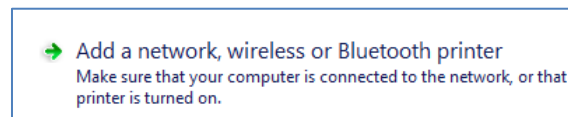# Add a Network Printer in Windows7

1. Click on the START button,
2. select DEVICES AND PRINTERS
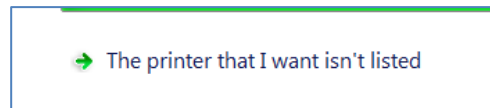
3. click ADD A PRINTER
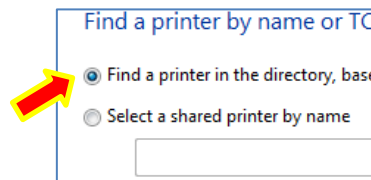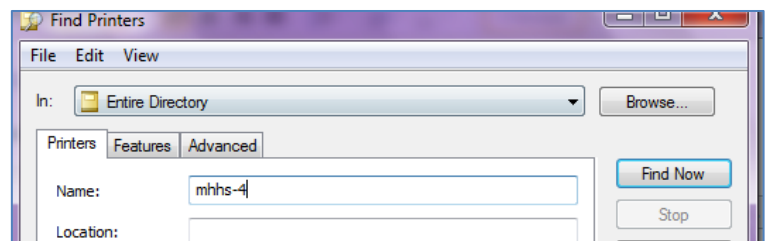
4. Click ADD A NETWORK PRINTER

5. Click THE PRINTER …WASN'T LISTED

6. Click FIND A PRINTER…

7. In the NAME field, Type MHHS- (the more characters you type, the more you will narrow down the search, but if you are too specific, you may not find it, so I usually just type the 1st number of the building)

8. Click FIND NOW

9. Double click your printer in the list.